

	MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM	ISSUED	REVISED	CHAPTER	SECTION
	Sponsoring Organizations of Homes POLICY & PROCEDURE MANUAL	12/90	6/15	9	9.11
CHAPTER Chapter 9. Tiering/Eligibility Guidance		SUBJECT Effective Dates and Duration of IEFs			

For either new providers entering CACFP or those changing from a tier II to a tier I classification, home sponsors have flexibility concerning the effective date of certification for Program benefits (effective date of Income Eligibility Forms (IEF)). The date to be used to make this determination may be either the date the parent or guardian signed the income eligibility form or the date on which the sponsor official signs the form to certify eligibility of the child. However, if the date of parent signature is not within the month of certification or the immediately preceding month, the effective date must be the date of certification. Sponsors must decide which date they will rely on as the effective date and apply this date consistently to all income eligibility forms received.

The IEF for each child is effective for one year. IEFs should be considered current and valid until the last day of the month in which the form was dated one year earlier. Each year the parent or guardian must complete a new IEF. For example, if a sponsor certifies an IEF on July 15, the effective date of that IEF is July 1 and the expiration date is July 31 of the next year.

Change in Income

Households are not required to report changes in circumstances, such as an increase in income, a decrease in household size, or when the household is no longer certified eligible for benefits through the Supplemental Nutrition Assistance Program (SNAP) or Temporary Assistance for Needy Families (TANF).

Previously, temporary approval was encouraged when the need for assistance seemed short-term, such as when a household experienced a temporary reduction in income or when no income was reported. Year-long eligibility did not apply when a household was given temporary approval. At the end of the temporary approval period, determining officials re-evaluated the household's situation. Now, all approvals are for an entire year. Year-long eligibility includes households that report no income on their income eligibility forms.